



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE SURGEON GENERAL
5109 LEESBURG PIKE
FALLS CHURCH, VA 22041-3258

DASG-IMD

4 October 2004

AHLTA SOP #1
Preparation of Standing Operating Procedures

1. **PURPOSE.** To clearly define proper methods for issuing standing operating procedures (SOPs) for the AHLTA Implementation & Clinical Integration Program Office ("Program Office").

2. **REFERENCE:** AR 25-400-2, 15 October 1986, subject: The Modern Army Recordkeeping System (MARKS) (U).

3. **SCOPE.** This SOP applies to all policies issued for compliance by members of the Program Office. Statements of policy beyond the operational control of the Program Office Director will be prepared according to content, scope, and need. The Executive Assistant to the Program Office Director will provide administrative assistance as to appropriate medium to issue policy statements which are beyond the scope of this SOP.

4. **AUTHENTICATION.**

A. Authority to formulate policy attachments is delegated to the following personnel for their respective areas of responsibility:

- 1) Clinical Process Engineering Director (LTC Moody)
- 2) Training & Education Director (LTC Collins)
- 3) Template Development and Clinical Solutions Director (MAJ Blair)
- 4) Site Tactical Support and Office Operations Director (Doug Barton)

B. All Program Office policy statements will be authenticated by the responsible proponent (as delineated in this paragraph).

5. **DEFINITIONS.**

A. **Policy Statements.** The terms "policy statement" and "standing operating procedures" as applied in this document refer to administrative guidance, which only pertains to members of the Program Office. The Executive Assistant to the

Program Office Director is responsible for lending assistance in determination of the correct format to be used.

6. **FORMAT.**

A. All Program Office SOPs will be prepared similarly to this SOP. Formatting will also be of similar alignment to this document. Concerted effort must be attempted to place all official guidance on a particular subject in one SOP.

B. Appropriate military format guidelines will be used when preparing Program Office SOPs. AR 25-50 is considered “the final authority” for preparation of military correspondence and therefore should be used when preparing SOPs.

C. As a minimum, all SOPs will contain the following paragraphs: purpose, references, scope, and definitions. All SOPs will be prepared on letterhead stationary and distribution will be the responsibility of the proponent office.

D. On various occasions, it may be necessary to issue more informal guidance on administrative matters. This type of guidance may be issued in a memorandum. These documents will not be incorporated into the policy book. Address questions regarding appropriate vehicle for issuance of any guidance to the Program Office Director.

7. **NUMBERING.** The Program Office Director will issue policy directives. The Executive Assistant will establish an appropriate method for recording policy numbers, titles, proponents, and dates of publication. Once a number is issued, the number will remain assigned to that particular policy for the duration of the time a policy on that subject is issued or reissued.

8. **ANNUAL REVIEW.** Program Office SOPs will be reviewed to determine the need for revision or obsolescence annually, unless otherwise directed for such reasons as Inspector General surveys, at the direction of the department chief, etc. The Program Office Director will direct a review of policy statements to determine requirements for revision as needed, but particularly during period of change of authority (i.e., for example, upon the assignment of new directors). The proponent director and Program Office Director are responsible for the conduct of this review.


9. **REVISIONS.** When it is determined that a policy requires revision, whether minor or major, the policy will be reissued with the changes noted. When possible a clear indication of the exact changes should be made (i.e., an asterisk could be placed in front of paragraphs reflecting change of guidance is contained within that paragraph. Elaborate notations should not be made. Disclaimer statements are not necessary. Revised policies may retain the same policy number but will contain the current date of publication; therefore, the most current publication date will serve as current version of all policies. SOPs should not be revised simply to correct minor

administrative errors or to effect compliance with revisions of AR 340-15. Discretion in revisions and updates is encouraged.

10. Rescissions. When it is determined a departmental SOP is no longer needed, either as a result of annual review or resulting as a change of events, it will be rescinded. Format of rescission will take the general form as that of issuance of statements of policy and should receive the same distribution formulas.

11. PROPONENT NOTATION. The proponent office or action officer will be listed in the last paragraph with telephone number for all SOPs.

12. Proponent for this SOP is the Program Office Director at Commercial 706-787-7165 or DSN 773-7165.

A handwritten signature in dark ink, appearing to be 'RM' or 'R. Moody', written in a cursive style.

RON MOODY, MD
LTC, MC
Program Director
AMEDD AHLTA Implementation and
Clinical Integration Office